

**OFFICE OF THE DEPUTY ASSISTANT SECRETARY
FOR PLANNING AND ADMINISTRATION**

Mission

The mission of the Office of Deputy Assistant Secretary for Planning and Administration is to provide the leadership and centralized management and direction for the Office of Environment, Safety and Health's (EH) planning, budgeting, training, financial, human resources, information management, and program execution processes; to ensure that these processes are effective, and fully integrated and consistent with the Department-wide processes and requirements; and to facilitate and document the Office's progress on the President's Management Agenda.

The Deputy Assistant Secretary is the focal point for, and has primary responsibility for achieving the Information Management and Communication; and the Environment, Safety and Health Budget and Planning Process goals set for in the Office of Environment, Safety and Health Strategic Plan.

The Deputy Assistant Secretary is responsible for providing financial and administrative assistance to the Assistant Secretary for Environment, Safety and Health including the preparation and execution of the Office of Environment, Safety and Health budget; funds control and accounting activities; logistics support; and all human resources support activities including employee development and training, executive succession, and affirmative action.

The mission is accomplished through the Offices of Management and Administrative Support, Information Management, and Budget and Financial Management.

Functions

1. Provides for a comprehensive, performance-based EH-wide planning, budgeting, and program execution process that is integrated and consistent with the Department's planning processes and requirements.
2. Provides a focused effort to assure a coherent, comprehensive, and consistent approach to the development and implementation of the EH Strategic Plan.
3. Provides personnel management services including the development of organization and staffing plans, manpower controls, and management analyses in support of the EH operations and provides for the implementation of Departmental policies for personnel-related activities such as affirmative action, executive succession, employee development, and training.
4. Provides centralized administrative services and management support (e.g., travel, correspondence). Manages the design,

development, implementation and operation of management support systems. Develops workflow management procedures and administrative policies and procedures for the organization.

5. Develops, maintains, and administers a comprehensive EH human resource management program which is founded on a high quality training and qualification program.
6. Ensures the effective execution of EH's Department-wide responsibility with respect to the development and administration of environment, safety and health functional training and qualification programs.
7. Provides the Assistant Secretary for EH with financial and administrative assistance in budget preparation and execution, funds control and accounting, management studies and management support services.
8. Provides a focal point for management and coordination of the EH's procurement activities.
9. Focal point for EH for the overall management of a customer service and customer advocate program to assure an integrated and strategic approach to addressing customer and stakeholders needs, to foster continuous improvement, and to provide effective communications within EH and with other Departmental offices.
10. Develops, maintains, and administers the Office of Environment, Safety and Health information management services for integrating, analyzing, and sharing information of the environment, safety and health status of Department of Energy facilities and programs with other Departmental Elements, the Department's contractors, and other customers and stakeholders.

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OFFICE OF MANAGEMENT AND ADMINISTRATION

Mission

The mission of the Office of Management and Administration is to provide financial, human resource and administrative assistance to the Assistant Secretary for Environment, Safety and Health's (EH), including accounting activities, preparation of management studies, and provision of and provision of management services such as contract and personnel support.

Functions

1. Provides personnel management support, including interface with Department of Energy's Personnel Office on staffing, classification, and personnel security. Prepares organization and staffing plans; conducts manpower surveys; maintains manpower ceiling controls; and develops management analyzes, plans, reports and statistics in support of EH operations. Implements Departmental policies for personnel related activities and provides expertise and support to the Assistant Secretary and other Offices on personnel issues.
2. Provides centralized administrative services and management including the control and processing of domestic and foreign travel, coordination of office space, tracking of requisitions, distribution of mail, control of correspondence, training, management of records, coordination of General Accounting Office and Inspector General activities, and coordination of Directives through REVCOM. Develops and recommends administrative policies and procedures for the organization.
3. Provides for records management support in accordance with Departmental Orders, the Federal Records Act, the Freedom of Information Act, and the Privacy Act.
4. Provides focal point for management and coordination of EH procurement activities, including interface with DOE Office of Procurement and the Office of General Counsel. Conducts organizational conflict of interest reviews for the Assistant Secretary. Manages computerized procurement reporting system; monitors execution of work plans; and certifies availability of contract funds.
5. Develops acquisition strategies for supporting current year and out-year EH programs, including determination of procurement methods, and tracks progress against a consolidated procurement

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execution plan. Maintains systems for tracking all EH procurement actions including competitive actions, sole source procurements, and fund transfers to operations offices.

6. Supports long- and short-range resource forecasting, financial analysis and management, management of contractual arrangements and agreements, program review, and performance auditing.
7. Conducts programs and activities in support of equal employment opportunities, career development, 8(a), and small business opportunities.
8. Defines and develops internal EH professional development policy and guidance. Manages a comprehensive program that ensures all EH training needs are identified and satisfied.

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OFFICE OF INFORMATION MANAGEMENT

Mission

The mission of the Office of Information Management is to manage and direct environment, safety and health information activities to maximize the sharing and efficient use of data and information in order to meet the requirements of DOE and Federal regulations and legislation as well as the President's Management Agenda, initiative 4, "Expanded Electronic Government".

Functions

1. Conducts activities to significantly improve Office productivity and performance in order to meet the President's Management Agenda e-Government goals for expanded Electronic Government.
2. Completes the Office's enterprise architecture goal of unifying and simplifying investment and business process decisions in accordance to the requirements of the Federal Enterprise Architecture. Develops and maintains an inventory and description of all EH-funded information systems in order to minimize duplicate systems.
3. Integrates the capital planning and investment control (CPIC) process into the budget process, as required by OMB Circular A-11. Assures that all EH contracts conform to DOE Orders, and CPIC and Federal legislation and requirements.
4. Develops and implements a cyber security environment for the protection of sensitive and unclassified information in accordance with DOE Orders and of Federal legislation and requirements.
5. Provides enhanced EH website services to include inter- and intranet technology to offer content management, collaboration, integration and search technologies to align with energy.gov.
6. Provides desk top, network and Applications Hosting Environment (AHE) services to EH staff in accordance with the terms of the Memorandum of Agreement(s) between EH's Assistant Secretary and the Department's Chief Information Officer.
7. Develops, or guides the development of, integrated information systems to improve the analytical capability of ES&H performance,

efficiency of entering and analyzing data, and consolidation of EH reporting systems. All developed systems will support the President's Management Agenda and e-Gov initiatives by facilitating ease of access to ES&H information for the public, business and government.

8. Provides centralized acquisition of, and access to, external data and information sources and promotes the awareness and cost effective utilization of off-the-shelf resources.
9. Advises the Assistant Secretary on all matters relating to information technology and information management, including policy development; interprets DOE policy on information management; and represents the Assistant Secretary on various information management boards, committees, councils, etc. both internal and external to the Department.
10. Ensures successful achievement of the Information Management and Communications goal of the EH Strategic Plan and provides an information environment that supports EH in contributing to the successful achievement of the goals of the DOE Strategic Plan.
11. Ensures that EH electronic records are managed in accordance with Departmental Orders, the Federal Records Act, the Freedom of Information Act, the Privacy Act, and the Paperwork Reduction Act "Health Insurance Privacy Portability Act (HIPPA), and other federal statutes and regulations on records and privacy. " HIPPA is a new statute effective April 14, 2003, which has some effects on privacy issues in DOE's health study data collections.
12. Identifies and responds to the needs of EH, DOE and other stakeholders and public customers; and develops and implements strategies to improve public awareness of and access to EH information products.
13. Assists in determining publishing requirements and standards and coordinates use of graphics and printing assistance for the dissemination of ES&H information.

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OFFICE OF BUDGET AND FINANCIAL MANAGEMENT

Mission

The mission of the Office of Budget and Financial Management is to provide budgetary and financial assistance to the Assistant Secretary for Environment, Safety and Health, including the preparation and execution of the Office of Environment, Safety and Health, budget, funds control and accounting activities. In discharging its responsibilities, the Office of Budget and Financial Management establishes goals, standards, and criteria to accomplish organizational objectives.

Functions

1. Develops, justifies, presents, and defends the Office of Environment, Safety and Health budget. Prepares the budget and provides support to the Assistant Secretary during internal Department of Energy review, Office of Management and Budget hearings on budget requests, and Congressional appropriation and authorization committee hearings, including preparation of testimony for the Assistant Secretary. Prepares and coordinates responses to Congressional questions regarding the Office of Environment, Safety and Health budget.
2. Manages and coordinates execution of the Office of Environment, Safety and Health budget, establishing and maintaining systems for financial controls and accountability, and preparing documents for reprogramming, rescissions, and supplemental. Provides support for the development of organizational work plans and develops and analyzes budget projections. Provides support for the development of organizational work plans and develops and analyzes budget projections.
3. Develops, implements, and maintains effective financial processes and procedures to achieve quality performance, efficient operations, and reliable internal controls to support the Office of Environment, Safety and Health mission. Supports implementation of the Federal Managers' Financial Integrity Act through reviews of Office of Environment, Safety and Health programs and administrative functions for potential waste, fraud, or abuse.
4. Administers the preparation and communication of the Office of

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Environment, Safety and Health's Strategic, Multi-Year, and Annual Program Execution plans in a manner that facilitates the consistent, risk-based identification of needed ES&H activities and ensures that such activities receive appropriate management support and attention.